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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Personnel Division

Transactions and Records Section

The Transactions and Records Section certifies and maintains required personnel records and documents of all employees, including the processing and documentation thereof; prepares reports regarding employees as required; coordinates the various administrative activities required for the processing of personnel for foreign assignment; in an advisory capacity to the various Branch or Section Chiefs applies current Civil Service Rules and Regulations and procedures.

Personal Services

25X1A1a

Positions

Manyears

Amount

[REDACTED]

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CENTRAL INTELLIGENCE GROUP

Personnel Division

| <u>Title</u> | <u>Grade</u> | <u>Salary</u> | <u>Positions</u> | <u>Transactions & Records</u> | |
|--------------------|--------------|---------------|------------------|-----------------------------------|---------------|
| | | | | <u>Section</u> | |
| | | | | <u>Manyears</u> | <u>Amount</u> |
| Chief | CAF-9 | | | | |
| Adm. Asst. | CAF-7 | | | | |
| Proc. Clerk | CAF-5 | | | | |
| Clerk (Gen) | CAF-4 | | | | |
| Clerk Typist | CAF-3 | | | | |
| File Clerk | CAF-4 | | | | |
| File Clerk | CAF-3 | | | | |
| File Clerk (Mess.) | CAF-2 | | | | |
| Total | | | | | |

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